

# **KEY BISCAWAYNE POLICE OFFICERS & FIREFIGHTERS RETIREMENT PLAN**

Village Council Chambers  
560 Crandon Blvd., Key Biscayne, FL 33149  
REGULAR MEETING OF JULY 26<sup>TH</sup>, 2007

1. **Call to Order** – Chairman Michael Haring called the meeting to order at 5:45 P.M.

## **Roll Call**

### Present

Captain Michael Haring, Chairman  
Servando M. Parapar, Secretary  
Cindy Mize

### Absent

Lt. Jose L. Monteagudo  
Dr. Robert L. Maggs

**OTHERS PRESENT:** Councilman Steve Liedman, Sidney Taylor from Burgess Chambers & Associates, Stephen H. Cypen, Esq., Attorney for the Fund and Joan L. Wall, Administrator.

## **2. PRESENTATION – Sidney Taylor from Burgess Chambers & Associates**

- **Explanation for 9/30/06 fiscal year end return discrepancies between actuary and Merrill Lynch.** Mr. Taylor reported discussions with Steve Palmquist and review of Merrill Lynch's report resulted in the conclusion the difference was due to Mr. Palmquist using additional administrative fees in calculating the net return. Merrill Lynch used only investment fees in calculating their net of fee return.
- **Performance Report for the Quarter Ending June 30<sup>th</sup>, 2007.** The total fund returned net of fees 4.9%, ranking in the 16<sup>th</sup> percentile as compared with the Merrill Lynch benchmark return of 3.2%. For the one year the net of fee return was 15.6%, 3 year return was 10.0% and 5 year return was 8.6%, with percentile rankings of 13<sup>th</sup>, 30<sup>th</sup> and 62<sup>nd</sup> percentiles respectively and compared with Merrill Lynch benchmark returns of 13.2%, 8.3% and 9.2% respectively. The fund had outperformed the benchmark for three out of the four time periods. Mr. Taylor stated they would give the fixed income one more quarter and if not satisfied with the performance, would suggest changing to the Trusco Intermediate Bond Fund. At June 30<sup>th</sup>, asset allocation was 60.22% domestic equity, 13.18% International, 26.47% domestic fixed and 0.13% cash. It was noted there were some changes taking place with SunTrust to eliminate positions and sell five South Florida buildings. Mr. Taylor said his firm was monitoring the situation.

**3. Reading & Approval of Minutes for May 24, 2007.** Chairman Haring presented the minutes from the previous meeting for approval. Servando Parapar moved to approve. Cindy Mize seconded the motion. The motion carried unanimously.

**4. Approval of Invoices.** Chairman Haring presented the invoices listed on the agenda for approval and payment. Cindy Mize moved to approve payment. Servando Parapar seconded the motion. The motion carried unanimously, authorizing payment of the following:

|   |             |
|---|-------------|
| Joan L. Wall, Admin., 32 hrs, plus expenses | \$ 1,188.93 |
|---|-------------|

|   |             |
|---|-------------|
| Burgess Chambers & Associates, Qtr Ending 6/30/07 | \$ 3,750.00 |
|---|-------------|

**5. Approval of Refunds of Contributions.** Chairman Haring presented the refunds of contributions listed on the agenda, stating that F/F James Floyd decided earlier today to withdraw his request for a refund at this time. Servando Parapar moved to approve the refunds to F/F Farfan and F/F Gonzalez. Cindy Mize seconded the motion. The motion carried unanimously, authorizing payment of the following:

|  |             |
|--|-------------|
| F/F Enrique Farfan, Hire Date 6/21/04, Termination Date 2/28/07<br>\$14,286.53, Less 20% WH Tax \$2,857.31 | \$11,429.22 |
|--|-------------|

|  |             |
|--|-------------|
| F/F Meregildo Gonzalez, Hire Date 10/10/06, Termination Date 5/18/07<br>\$3,426.76, Less 20% WH Tax \$685.36, Net check of | \$ 2,741.40 |
|--|-------------|

**6. Approve – Application/Retirement Benefit.** Chairman Haring presented the Application and Retirement Benefit for F/F William F. Barron for approval. Cindy Mize moved to approve. Servando Parapar seconded the motion. The motion carried unanimously, authorizing payment of the following:

|  |             |
|--|-------------|
| F/F William F. Barron, Hire Date 10/4/1999, Resignation Date 6/8/2007<br>Monthly Benefit commencing July 1, 2007 | \$ 1,785.90 |
|--|-------------|

**7. UNFINISHED BUSINESS – April 10<sup>th</sup>, 2007 Letter from Charles Slavin, State Actuary – Response from Steve Palmquist (continued from 5/24/07).** Mr. Palmquist had updated his date of reply to the end of August, as approval for release of state funds was not in question. The matter was continued.

## **NEW BUSINESS**

**8. a) Review/Authorize Chairman to Sign – Revised Investment Policy Statement.** Attorney Cypen reported one item had been removed on page 6. Mr. Taylor stated he had brought revised page 6. Cindy Mize moved to authorize the chairman to sign, making the Revised Investment Policy effective on August 27<sup>th</sup>, 2007. Servando Parapar seconded the motion. The motion carried unanimously. Chairman Haring advised he would hand deliver a signed original to the Village in the morning.

**8. b) Review/Authorize Chairman to Sign – Custody Service Agreement with SunTrust Bank.** Attorney Cypen stated a number of changes were made in the agreement to custody the passive investments originally forwarded by SunTrust. SunTrust had not advised prior to the meeting if their legal department had agreed to the changes. Attorney Cypen recommended having the revised agreement signed by the chairman and secretary. If SunTrust did not agree to the changes, the matter would be reviewed again and placed on the next agenda. Servando Parapar moved to authorize the signing of the revised agreement as suggested by Attorney Cypen. Cindy Mize seconded the motion. The motion carried unanimously.

**8. c) Trustee Schools/Conferences –** Division of Retirement's 39<sup>th</sup> Annual Police Officers' & Firefighters' Pension Conference; October 22<sup>nd</sup> through 24<sup>th</sup>, 2007 at the Radisson Hotel in St. Petersburg, Fl. Registration is free. All three trustees stated they would try to attend this conference.

**9. Trustees' Concerns –** None.

**10. REPORTS**

- **Attorney –** None.
- **Administrator –** The 2006 Annual Report was approved on July 10<sup>th</sup>, 2007.
- **Other –** Beneficiary Forms completed by current participants continued to be an ongoing process.

**11. Input from Active/Retired Members –** None.

**12. Next Meeting Date/Adjournment.** Chairman Haring announced the next meeting would be held on Thursday, September 27<sup>th</sup>, 2007 at 5:30 P.M.

There being no further business before the board, Cindy Mize moved to adjourn at 6:23 P.M. Servando Parapar seconded the motion. The motion carried unanimously.

Respectfully submitted,

Servando Parapar, Secretary